

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
August 4, 2015

Present:

Ald. Kecia Funaro-Burton
Ald. John Deierlein
Ald. Walter Schermerhorn
Ald. Thomas LoPiccolo

Also:

City Chamberlain/City Clerk John Zielinski
Director of Human Resources Deborah DeForest
DPW Superintendent Carl Ivarson
Police Chief Rodney Marsh
Code Enforcement Officer/Fire Marshall Jason Lawrence
Community Development Specialist Todd Dreyer
EMO A. Jones
Finance Administrative Office Manager Dee DuFour
Youth Bureau Director Robert Mason
Deputy City Clerk Brian Drake
Media Representative Shawn Magrath
City Supervisor Robert Jeffrey

Absent:

Ald. Bryan McCracken
Ald. Brian Doliver
Mayor Joseph Maiurano

Ald. Walter Schermerhorn called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:00 p.m. at the Council Chambers.

Approval of Minutes

Ald. Deierlein **moved** to approve the minutes of the Joint Committee meeting of July 7, 2015. Seconded by Ald. LoPiccolo, approved ayes all.

Correspondence

Bullthistle Farmers' Market/Colorscape Ald. LoPiccolo **moved** to recommend the Common Council receive and approve a request from Ann Coe to relocate the Bullthistle Farmers' Market to a portion of the East Main Street parking lot during Colorscape Chenango on Saturday, September 12, 2015. Seconded by Ald. Deierlein, approved ayes all.

Curb Cut Request – 197 North Broad Street Ald. Deierlein **moved** to recommend the Common Council receive and approve a request from Will Ryan for a curb cut at 197 North Broad Street (on Sunset Drive side of property). Seconded by Ald. Funaro-Burton, approved ayes all. DPW Superintendent Carl Ivarson stated the curb cut was appropriate.

Pumpkin Fest Ald. Funaro-Burton **moved** to recommend the Common Council receive and approve a request from Ann Coe of the B.I.D. to change the dates of the Pumpkin Fest to 8 a.m. Friday, October 23 through the completion of cleanup on Sunday, October 25, with the same street closures as previously approved. Seconded by Ald. Deierlein, approved ayes all.

2014 Audit Report Stan Cwynar, CPA, presented to the Committee the 2014 Audit Report. He reviewed the Executive Summary, including qualifications in the Report because the City has not yet adopted GASB 43 and 45 regarding actuarial data for post-employment benefits. Responding to a question about the costs of complying, Mr. Cwynar stated that he knows of a firm which charges approximately \$7,000 for an initial actuarial study, with much lower costs for annual updates. He stated that the City's Infrastructure Asset accounting records should be updated. He expressed concerns about payroll reconciliation between ADP reports and our general ledger. In response to a question from Ald. Schermerhorn, Mr. Cwynar stated that implementation of GASB compliance affects the City's bond rating. City Chamberlain John Zielinski said that the City's current rating is AA. The Committees thanked Mr. Cwynar for his work.

Department Head Reports

Fire Department Director of Human Resources Deborah DeForest stated that the SAFER grant would be discussed in executive session.

DPW

Dunne Drive SCADA C. Ivarson presented a quote of \$11,255 from SCADATEK, Inc. of Manlius, NY, for construction and installation of a control panel at the Dunne Drive Booster Pump location, to replace the current panel, last upgraded in 1996. This is a budgeted expense.

Wheeler Avenue Water Tank C. Ivarson reported that the quantities of soil abatement have been decided at the site of the Wheeler Avenue water storage tank, and that the amounts required from the amended bonding resolution have been reduced from \$780,000 to \$260,000.

Filter Plant Project C. Ivarson reported that he is still working with the DEC regarding backwash and hopes to have a response soon.

Canasawacta Bridge Project C. Ivarson reported that a \$10,000 donation for the replacement of the Canasawacta Bridge has been received, and another donation of \$10,000 should be coming soon. Total cost of the project is just under \$20,000.

Records Storage C. Ivarson reported the old wastewater treatment plant on Hale Street was not correctly converted for records storage. It will cost approximately \$100,000 to do it properly. Everything in the plant is from the 1960's and pipes should be removed, and lighting and climate control updated. Delaware Engineering has submitted a proposal for engineering for the project, estimated to be \$35,000. Ald. Deierlein asked why this should be done. C. Ivarson replied that it needs to be done and he would like to move his office. Ald. Deierlein asked about the possibility of selling the property, which C. Ivarson mentioned at a previous meeting. C. Ivarson said we should sell it if possible. Ald. Deierlein asked why we should invest in upgrading the property if we are selling it. C. Ivarson stated we should know if the property will be sold before renovations begin, and that Mayor Maiurano has information about a potential buyer. He urged the Committees to recommend moving forward with engineering. Ald. Funaro-Burton asked if it would be possible to stop engineering work if a purchaser is found. C. Ivarson replied that the project can be halted at any point.

2016 Paving C. Ivarson stated that NYSEG has changed personnel and the new coordinator is changing planned street work in 2016, eliminating State Street and substituting Waite and Adams Streets. He will continue speaking with NYSEG about this.

Finance

Amend Procurement Policy Deputy City Clerk Brian Drake reported that the \$10,000 limit on equipment purchases without Committee approval was implemented by a Council motion decades earlier and suggested that the Procurement Policy be amended to include this requirement so that it is easily referenced by City employees. D. DeForest explained that the limit, originally \$5,000 and amended to \$10,000 in 2008, is for budgeted equipment only. A motion to amend the Procurement Policy will be presented at the August Council meeting.

Budget Transfer - Retirement J. Zielienski reported that a required payment to the State Retirement System was \$69,000 more than originally budgeted and that budget transfers are necessary to bring that account into balance, which should have been done earlier. Ald. LoPiccolo **moved** to recommend the Common Council approve budget transfers to cover Retirement expenses through December 31, 2014. Seconded by Ald. Funaro-Burton, approved ayes all.

Community Development Community Development Specialist Todd Dreyer stated that, at the direction of the Committees, he issued another Request for Proposals regarding 45 Silver Street, with an advertisement in the *Evening Sun* and communications to a list of parties interested in properties for rehabilitation, using the Committees' requirements that the property be made a single-family home and with a \$10,000 minimum offer. Five inquiries have been received, no proposals have yet been submitted. Some stated that they would be interested if it could be made a two-family home, and one thought the \$10,000 minimum was too high. Code Enforcement Officer Jason Lawrence stated there was also an article in the newspaper about the property, and that BOCES has contacted him again about a project for their students for the Fall. The Council will need to adopt a new resolution if a new construction project is contemplated. Ald. Schermerhorn stated he doesn't want the City to invest another \$100,000 or more on new construction which is then sold for only \$80,000. These projects must at least break even. Ald. Deierlein agreed and asked if BOCES had estimated project costs. J. Lawrence replied that they cannot estimate costs without having construction plans first. It will cost approximately \$20,000 to demolish the existing structure. Ald. Schermerhorn asked if the building is structurally sound. J. Lawrence said it is, but will require a lot of work. Ald.

Schermerhorn reiterated that the City must recoup its costs in such projects. J. Zielinski stated that available Community Development funds, currently approximately \$8,000, are not sufficient even to pay for demolition. Ald. Deierlein said the best solution is to sell the property for a lower price. Ald. Schermerhorn said the Committees should wait to make a decision until the entire Council is present. J. Lawrence said that T. Dreyer should reach out to interested parties regarding lowering the minimum price. The Committees asked that this item be added for discussion at the September Joint Committees meeting.

Other Items J. Zielinski stated that a draft resolution will be presented to the Council regarding hiring a solar energy developer. Officials who have been involved in the solar project had meetings with the three finalists and proposals have been refined.

Executive Session Ald. LoPiccolo **moved** to enter executive session at 6:52 p.m. to discuss proposed litigation; to discuss labor contract negotiations; and to discuss the employment history of a particular corporation. Seconded by Ald. Deierlein, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 8:15 p.m. Seconded by Ald. LoPiccolo, approved ayes all.

Adjournment

Ald. Deierlein **moved** to adjourn the meeting at 8:15 p.m. Seconded by Ald. Funaro-Burton, approved ayes all.